Equipment List

Business Management & Administrative Services

The following items and descriptions are the minimum equipment guidelines for each classroom.

Please note: This list of recommended items does not necessarily need to be supported financially by CTE state/federal funding sources. In many cases, local school district funds are used to purchase items on a regular basis (i.e. furniture)

Hardware: (One per student and for instructor)

PC   AMD Athlon 3000 or Intel Dual Core Processor
                1 GB RAM
                250 GB, 7200 RPM Hard disk
                256 MB Graphics Card
                DVD RW Optical Drive
                4 USB Ports
                19"LCD or flat screen CRT

Apple   3.06GHz Intel Core 2 Duo processor with 3 MB shared L2 cache
                500 GB rpm Serial ATA hard drive
                4 Gb of 1066 MHz DDR3 SDRAM
                4 SO-DIMM slots to support up to 16 GB
                One FireWire 800 port Connection
                4 USB Ports
                SD Card Slot
                21.5" flat screen CRT

Software: (One for each computer)

PC   Operating System: Windows 7 (Windows XP only if necessary)
                Programs: MS Office Professional-including Access and Publisher
                                        Adobe Acrobat and LiveCycle ES
                                        Adobe Dreamweaver

Apple   Operating System: Mac OS X Snow Leopard
                                        MS Office Professional-including Access and Publisher
                                        Adobe Acrobat and LiveCycle ES
                                        Adobe Dreamweaver

                **Internet access is a requirement to effectively run this program.

Computer Peripherals: Mouse   (One per computer)
                            Ergonomic Keypad   (One per computer)
                            Speakers   (One per computer)
                            Printer-Inkjet   (One for every four computers)
                            Printer-Laser or Multi-Function Laser   (One per classroom)
                            Scanner   (One for every eight computers)

Furniture: Student computer station (Minimum of 30"x43"), keyboard height 26" to 28"-Ergonomically
                    correct
                    Posture Chair-Ergonomically correct   (One per student)

Items: LCD Projector   (One per classroom)
                    Television   (One per classroom)
                    DVD Player   (One per classroom)

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<u>Items (cont'd)</u>

Telephone with electronic voicemail system		(One per classroom)
Fax machine		(One per classroom)
Photocopier	(at least 25 cpm)	(One per classroom)
Storage cabinet	(large lockable)	(One per classroom)
File Cabinet	(5 Drawer and lockable)	(One per classroom)
White board		(One per classroom)
Screen		(One per classroom)
Hand-held digital device		(One for every four students)

<u>Optional</u>:

Smartboard		(One per classroom)
Conference Table	(8 ft. with chairs)	(One per classroom)
Media Cart		(One per classroom)
Digital Camera	(10-12 Megapixels)	(One for every four students)
Camcorder		(One per classroom)
Laminator		(One per classroom)
Postermaker or Large Format Printer		(One per classroom)
Transcribing Machine		(One for every twelve students)

<u>Consumables</u>:

White Paper for Printers, Copier and Fax Machine
CD-RW
DVD-RW
Ink for Printers, Copier and Fax Machine
Whiteboard Markers in multiple colors